

Official Proceedings

November 1, 2016

8:00 am

Chairman Hoff called the meeting of the Stark County Board of Commissioners to order. All members present.

Agenda

Chairman Hoff asked for any additions or deletions to the agenda. Commissioner Wolf added the ESG contract. Ms. Haag added mandatory training and department head meeting information.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Elkin

To approve the agenda as presented with the additions.

DISPOSITION: Motion carried

Minutes

The minutes of the October 4, 2016 Board of County Commissioners meeting and the October 14, 2016 Board of County Commissioners special meeting were presented.

MOTION BY: Commissioner Wolf **SECOND BY:** Commissioner Elkin

To approve the minutes of the October 4, 2016 Board of County Commission minutes as presented.

DISPOSITION: Motion carried

MOTION BY: Commissioner Elkin **SECOND BY:** Commissioner Kuntz

To approve the minutes of the October 14, 2016 Board of County Commission special meeting minutes as presented.

DISPOSITION: Motion carried

Accounts Payable

Chairman Hoff questioned the BLR Thompson Compliance invoice for \$1,600. This item is for the HR Department. Commissioner Kuntz questioned the Mackoff Kellogg Law Firm invoice of which Mr. Henning advised this is for the mental health contract.

MOTION BY: Commissioner Wolf **SECOND BY:** Commissioner Elkin

To approve the accounts payable with the supplement as presented.

DISPOSITION: Roll call vote. All voted aye. Motion carried

General: Payroll: \$318,068.94; Best Western Plus: \$1,310.40; Dickinson Press: \$138.51; Summons & Subpoena's: \$33.00; Matthew Bender: \$121.43; Thomson Reuters: \$740.95; American Insurance: \$188.00; Dakota Water Treatment: \$21.75; SBM Inc: \$1,583.38; Secretary of State: \$10.00; Unlimited Office Products: \$4,014.71; Raco Industries: \$170.22; Xerox Corporation: \$971.15; NDAAO: \$450.00; Tiffany Conrad: \$272.50; MDU: \$2,454.78; Consolidated: \$1,020.21; Roughrider Electric: \$185.31; SW Water Authority: \$45.58; A-1 Sprinklers: \$216.00; Border States Electric: \$13.94; Braun Distributing: \$252.42; Duraclean Cleaning Service: \$869.00; Menards: \$43.83; Newby's Ace Hardware: \$46.61; Quality XTerminators: \$180.00; Quality Quick Print: \$247.00; Runnings: \$20.98; City of Dickinson: \$14,700.30; Walmart: \$306.93; DS Solutions:

\$150.00; US Postal Service: \$477.02; Visa: \$811.41; ND Newspapers Association: \$333.72; Kay Haag: \$64.80; ND Pers: \$82,849.65; Humana Insurance: \$355.80; Blue Cross Blue Shield: \$627.20; Stark County Auditor (Federal Deposit): \$49,345.90; Job Service ND: \$2,365.32; Mackoff Kellogg Law Firm: \$5,400.00; Melbye Law Office: \$139.50; Stutsman County Auditor: \$142.50; Wex Bank: \$7,168.23; Dickinson Area Public Library: \$60.00; Robert Upgren: \$1,820.00; Discovery Benefits: \$82.50; Pamela Lynch: \$560.00; Menards: \$33.87; Dickinson Press: \$422.82; Century Link: \$487.00; AT&T Mobility: \$763.08; NeoFunds by NeoPost: \$4,000.00; Addem Inc: \$414.00; BLR: \$1,600.00; Dakota Business Solutions: \$29.00; Pitney Bowes: \$888.60; Forsgren Associates: \$6,243.20; ND Youth Correctional Center: \$3,989.72; Dickinson Parks & Rec: \$35.36; T-Rex Conoco: \$99.88; ND State Radio Commission: \$1,500.00; National Sheriff's Association: \$112.00; POST Board: \$135.00; Governor 20: \$172.00; NDACO: \$126.00; Advanced Business Methods: \$418.03; Bill Barth Automotive: \$45.40; Charbonneau Car Center: \$347.87; Dickinson Tire: \$536.86; Electronic Communications: \$2,869.50; Parkway Ford: \$40.98; Sax Motor Co: \$59.57; Sax Customs: \$270.00; AlcoPro Inc: \$271.50; LEC Maintenance: \$16,043.89; NDACo Resources: \$9,374.72; Hewlett-Packard: \$205.92; Information Technology: \$2,659.35; Vanguard Appraisals: \$9,050.00;

10 Mil: Kadrmas, Lee & Jackson: \$23,654.92; ND Department of Transportation: \$8,096.87; Kanyon Specialty: \$73,177.04;

County Road: Kadrmas, Lee & Jackson: \$44,641.12; ABC Fencing: \$6,019.80; Boltz Construction: \$1,595.00; East End Auto: \$23,100.00; Jurgens Operating: \$24,890.00; Kathrein Trucking: \$69,195.00; Nelson Fencing: \$1,398.00; Outback Lumber: \$938.97; ND Department of Transportation: \$400.00; Berger Electric: \$1,071.17; West Plains Inc: \$3,800.00; Quality XTerminators: \$60.00; Val's Sanitation: \$200.00; MDU: \$469.86; City of Belfield: \$27.50; City of Dickinson: \$100.85; Consolidated: \$56.19; MGM Rural Sanitation: \$195.00; Roughrider Electric: \$1,114.00; SW Water Authority: \$578.92; Century Link: \$56.42; City of Richardton: \$101.35; Belfield Automotive: \$26.28; Dickinson Supply: \$113.72; Energy Systems Inc: \$72.65; Mac's Inc: \$48.89; Total Safety USA: \$70.00; Dakota Signwerks: \$125.00; Diamond Truck Equipment: \$14.20; J & J Operating: \$511.25; Nelson International: \$967.24; NW Tire: \$8,778.17; Pump Systems: \$27.43; Wallwork Truck Center: \$199.00; Westlie Truck Center: \$1,393.36; Butler Machinery: \$5,213.12; Dakota Farm Equipment: \$92.42; Dakota Filter Supply: \$64.10; Dickinson Tire: \$7,050.00; Kohler Communications: \$57.45; RDO Trust: \$457.58; Titan Machinery: \$127.54; Visa: \$580.08; SW Grain: \$5,808.40; West Dakota Oil: \$19,920.31; Bosch Lumber Company: \$201.48; Central Mechanic: \$446.27; Clean Sweep Vacuum Center: \$80.98; Dickinson Steel & Supply: \$225.00; General Steel: \$118.61; Lawson Products: \$370.96; Mac's Inc: \$396.00; ND One Call: \$11.00; NSC Minerals: \$2,088.47; Prairie Auto Parts: \$47.96; Road Equipment Parts: \$341.56; Fisher Sand & Gravel: \$596,520.29; Northern Improvement: \$268,746.23; Team Lab: \$986.50; Lyle Signs: \$1,372.05; Best Western Ramkota: \$343.96; Menards: \$258.36; Border States Paving: \$574,033.14; Martin Construction: \$42,408.43;

Highway Tax Distribution: Payroll: \$128,378.96; ND Pers: \$35,199.77;

SP Road & Bridge: Kadrmas, Lee & Jackson: \$2,443.45; Northern Improvement: \$114,248.95;

Social Welfare: Payroll: \$204,308.11; Border States Electric: \$43.20; Discovery Benefits: \$143.00; NDACO: \$189.00; ND Pers: \$57,216.52; Office of Clerk of District Court: \$10.00; Public Transit: \$80.00; Dickinson Parks & Rec: \$22.88; Advanced Business Methods: \$219.86; All American Travel: \$1,681.30; AT&T Mobility: \$44.10; Braun Distributing: \$221.03; City of Dickinson: \$177.62; Comfort Suites: \$245.70; Consolidated: \$1,180.73; Dickinson Press: \$167.00; Electric Sales & Service: \$208.04; Grant County Social Services: \$586.48; Bertie Gustafson: \$700.00; Jon's Home Comfort: \$138.60; Keith Signs: \$1,157.00; MDU: \$887.92; NDACO: \$575.00; Newby's Ace Hardware: \$72.85; Pitney Bowes Inc: \$39.98; Quality XTerminators: \$80.00; Quality Quick Print: \$468.07; Record Keepers: \$24.50; SBM Inc: \$2,488.71; Stevenson Funeral Home: \$1,950.00; Temp Right Service: \$105.00; Visa: \$474.94; Walmart: \$153.67;

Capital Improvement: Dickinson Steel Builders: \$4,975.54; PNC Equipment Finance: \$51,945.53; Central Mechanical: \$31,050.00; Jesse Braun Electric: \$38,187.00; Source Communications: \$5,019.00; Zeller Construction: \$57,357.00; LEC Maintenance: \$3,951.31; JLG Architects: \$6,173.83; ND Scull Construction: \$389,340.85;

County Jail: SWMCCC: \$117,528.50;

VSO Fund: Payroll: \$7,770.30; Cambria Suites: \$245.70; Dakota Water Treatment: \$3.75; Visa: \$1,323.00; Consolidated: \$57.38;

County Agent: Payroll: \$4,379.97; ND Pers: \$668.37; Kurt Froelich: \$425.02; Samantha Roth: \$265.58; Visa: \$415.27; Consolidated: \$168.38; SBM Inc: \$230.10; Dickinson Press: \$167.00; Xerox Corporation: \$113.64; Pitney Bowes: \$277.02; NDSU: \$150.00; Gayle Pender Dukart: \$100.00;

Weed Control: Payroll: \$18,272.63; ND Pers: \$5,034.71; AT&T Mobility: \$35.99; SBM Inc: \$293.86; Menards: \$1,645.04; Praxair Distributing: \$3,042.82; Runnings: \$916.56; O'Reilly Automotive: \$109.99; Walmart: \$74.97; Stark County Auditor (Federal Deposit): \$247.64;

9-1-1: Payroll: \$5,422.07; ND Pers: \$1,968.26; Stark County Auditor (Federal Deposit): \$383.46; City of Dickinson: \$12,982.92; Information Technology Systems: \$4,900.22; Consolidated: \$399.00;

Adult Education: County Agent: \$523.63; SBM Inc: \$56.81;

Domestic Violence: State Treasurer: \$490.00;

Oil Impact Grant: Payroll: \$5,008.07;

Security/Transfer DJS Reimb: Wex Bank: \$177.60;

SW Victim Witness Program: Payroll: \$5,746.00; Discovery Benefits: \$5.50; SBM Inc: \$111.06; ND Pers: \$1,312.95; Consolidated: \$43.49; Stark County Auditor (Federal Deposit): \$417.75;

Hazardous Chemical Prep: CHI St Alexius: \$6,651.00; Dickinson Press: \$124.20;

DVRCC: Domestic Violence: \$666.00;

Preservation Fee: Tyler Technologies: \$1,914.42;

State Reimbursements: Jesse Becker: \$50.00; Casey Brosten: \$50.00; Timothy Josephson: \$50.00; Justin Fridrich: \$25.00; John Hiltunen: \$25.00; Ian Wise: \$50.00;

Siren Contingency: Roughrider Electric: \$260.00;

Other Reimbursements: Comfort Inn: \$327.60; Consolidated: \$271.02; Dickinson Ready Mix: \$1,881.03; Walmart: \$4.97; PNC Equipment Finance: \$19,488.77; Alcopro Inc: \$271.50; Pharm Chem Inc: \$325.00; Office of Attorney General: \$5,335.00; Eli Tsosie: \$76.00; Robert Paul: \$7.00;

Judgement Execution: Credit Collection Bureau: \$860.00; Stark County Sheriff: \$290.31;

BCI-Task Force Grants: Payroll: \$13,283.74; Discovery Benefits: \$11.00; ND Pers: \$2,847.81; Dickinson Parks & Rec: \$4.16; Stark County Auditor (Federal Deposit): \$925.34; Galls: \$120.00; Jerome Distributing: \$24.00; Visa: \$163.00; Consolidated: \$67.98; Verizon Wireless: \$552.74; Wex Bank: \$544.03;

911 Equipment: Advanced Business Methods: \$23.60; Hewlett Packard: \$615.00; NDACo Resources: \$504.00; Consolidated: \$179.87;

Sheriff Oestreich

Major Moser provided the Sheriff Department monthly report which included the following:

- 230 criminal papers were received and 162 were served;
- The arrest tally included 13 accidents, 40 stops, 28 citations, and 3 warnings;
- 132 civil papers were received and 100 were served;
- Transports included 10 criminal, 23 daily court, 4 medical, 9 mental health, and 4 juveniles;
- The truck reg. program had a total of \$11,400 in fines and \$188,723.51 in permits;
- The 24/7 program had a total of \$1,034 in revenue.

Scull / JLG

Rob Remark with JLG Architects provided an overview of the Law Enforcement Center remodel project. The following three change orders were presented:

- G002 - \$9,660.00 for general construction
- M002 - \$3,294.17 for mechanical construction
- E002 - \$20,788.00 for electrical construction

MOTION BY: Commissioner Kuntz **SECOND BY:** Commissioner Wolf

To approve the 3 change orders as presented and authorize the Chairman to sign.

DISPOSITION: Roll call vote. All voted aye. Motion carried

An overview of the Courthouse remodel project was also presented. There were concerns regarding water drainage during the winter. Scull will develop a plan for heating around the building to address the concerns and present at a future Commission meeting.

Road Superintendent - Al Heiser

Mr. Heiser provided his monthly report. Highlights include the replacement of a guard rail near the County shop which will be included in the Highway 10 project. There has also been concern regarding the intersection of 116th Ave SW and Highway 10. Will be cutting rumble strips and putting in a flashing stop sign to prevent accidents.

Weed Contract

The County has been conducting weed services for \$50,000 per year however the City of Dickinson will no longer absorb the employees. As a result, the County is going to propose the contract in the amount of \$65,000 for the additional employee cost.

Department Head Meeting

Mr. Henning advised there is a need to check into the price of an insurance rider for volunteers and interns.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Wolf

To authorize the County to check into the price and language of the additional rider with the County's current insurance carrier.

DISPOSITION: Motion carried

Parking

Concern was brought up with the access to the handicap access into the Courthouse. It was determined that the parking spots on the North side of the Courthouse should remain open for the public. All County employees will need to make an effort to keep these spots open.

Approve EEOP Utilization Report

The EEOP Utilization Report and Certification Form for the compliance with the Equal Employment Opportunity Plan requirements was presented.

MOTION BY: Commissioner Elkin

SECOND BY: Commissioner Zander

To authorize the Chairman to sign the EEOP Utilization Report and Certification Form as presented.

DISPOSITION: Motion carried

Holiday

Ms. Haag advised that Christmas Eve falls on Saturday with Christmas on a Sunday. As a result, the County will provide 4 hours of holiday pay on Friday, December 23. In speaking with the State Court, a motion would need to be made to close the Courthouse that Friday and Monday so security will not need to be provided for court. In closing the Courthouse, the State Court will also be closed.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Kuntz

To close the Courthouse December 23rd and December 26th, 2016.

DISPOSITION: Motion carried.

A public notice of the closure will also be posted at the Courthouse.

County Engineer – Justin Hyndman

Mr. Hyndman provided the following monthly report:

- 38th St SW CMC 4512 Phase 2 Additional Aggregate Base and Paving 2.0 miles – Northern. Final acceptance/estimate sent to contractor.
- 112th Ave SW 30th to 32nd CMC 4521 Grading and Aggregate 2.3 miles – KLJ will complete wetland monitoring to satisfy the USACE. Submitted 2016.
- 112th Ave SW Green River Bridge 120-03.0 – Wanzek. Final inspection completed. Working on final records.
- Bridge 45-141-20.0 – Canyon, submitted punch list and estimate with liquidated damages.
- South Heart Road CMC 4511 Mill and Overlay 1 mile – Northern Improvement. Waiting on final paperwork.
- HWY 10 Dickinson to 83rd Ave SW Overlay and Chip Seal 23 miles – Border States. Final acceptance/estimate sent to contractor.
- 112th Ave SW from 34th St SW to 33rd St SW 1 mile reconstruct – Martin. Final acceptance/estimate sent to contractor.
- HWY 10 116th Ave SW to I-94 Business Loop and 116th Ave SW from HWY 10 south to the Refinery – Northern. Working on punch list items.
- Bull Creek Structure Replacement – Scheduled environmental and preliminary surveys. 2017 construction.
- Green River Bridge Structure 45-123-3.0 Replacement – Scheduled environmental and preliminary surveys. 2017 construction.
- Structure 45-134-03.0 Replacement – Scheduled environmental and preliminary surveys. 2017 construction.
- Structure 45-138-21.0 – NDDOT recommended yearly monitoring. Canceled environmental surveys and project has been closed.

- South Heart Road – Scheduled environmental and preliminary surveys. 2017 construction.
- TRIP Application – Final decision mid-November.

ESG

Commissioner Wolf advised the City of Dickinson will be making a counter-offer to the County's original offer. Commissioner Wolf also advised he thinks the County should look at paying off the contract due to the interest charges.

Mandatory Training

Ms. Krebs advised there is a mandatory training for County employees to be held on November 17th, 2016 which will include harassment training and a guest speaker. The County has partnered with the City of Dickinson for the speaker. There will also be an active shooter training at the session.

Other

Commissioner Zander advised that this is the last meeting for Commissioner Wolf. The entire Commission thanked Commissioner Wolf for his service. Commissioner Wolf advised he would like to remain on the Jail Board through the remainder of 2016.

MOTION BY: Commissioner Zander **SECOND BY:** Commissioner Elkin

To appoint Mr. Wolf to the Jail Board for the remainder of 2016.

DISPOSITION: Motion carried

The Commission also presented Commissioner Wolf with a gift for his service.

The following Miscellaneous Receipts were filed: General: \$29,504.46; County Road: \$276,448.02; Highway Tax Distr: \$234,918.09; Social Services: \$131,155.38; Capital Improvement: \$308,713.71; 911 Revenue: \$27,468.57; Adult Education: \$523.63; Domestic Violence: \$490.00; Estimate Taxes: \$39,461.31; Security/Transfer DJS Reimb: \$564.62; SW Victim Witness Program: \$1,586.00; Domestic Violence & Rape Crisis Center: \$666.00; Preservation Fee: \$10,901.25; State Reimbursements: \$26.00; Other

Reimbursements: \$74,409.66; Judgement Execution: \$1,000.00; BCI Task Force: \$14,691.90; 911 Equipment: \$4,847.50;

MOTION BY: Commissioner Wolf

SECOND BY: Commissioner Elkin

To adjourn the meeting.

DISPOSITION: Motion carried

